



MICHIGAN DEPARTMENT OF STATE  
BUREAU OF ELECTIONS

ITEMIZED CONTRIBUTIONS  
SCHEDULE 4A  
BALLOT QUESTION COMMITTEE

1. Committee I.D. Number \_\_\_\_\_

2. Committee Name \_\_\_\_\_

Please enter contributors name and address. If contribution is from an individual, enter last name, first name, middle initial.		6. Amount	7. Cumulative for Election Cycle for Each Contributor (Through date of receipt)
3. Contribution # 1 Name & Address: _____	4. Date of Receipt _____		
		\$ _____	\$ _____
<b>5. If over \$100.00 cumulative, please provide:</b>			
Occupation _____ Employer _____			
Business Address _____			
Type of Contribution:      Direct                      Loan from a person                      Fund Raiser			
3. Contribution # 2 Name & Address: _____	4. Date of Receipt _____		
		\$ _____	\$ _____
<b>5. If over \$100.00 cumulative, please provide:</b>			
Occupation _____ Employer _____			
Business Address _____			
Type of Contribution:      Direct                      Loan from a person                      Fund Raiser			
3. Contribution # 3 Name & Address: _____	4. Date of Receipt _____		
		\$ _____	\$ _____
<b>5. If over \$100.00 cumulative, please provide:</b>			
Occupation _____ Employer _____			
Business Address _____			
Type of Contribution:      Direct                      Loan from a person                      Fund Raiser			
3. Contribution # 4 Name & Address: _____	4. Date of Receipt _____		
		\$ _____	\$ _____
<b>5. If over \$100.00 cumulative, please provide:</b>			
Occupation _____ Employer _____			
Business Address _____			
Type of Contribution:      Direct                      Loan from a person                      Fund Raiser			

Page Subtotal

Grand Total of All Schedules 4A  
(Complete on last page of Schedule)

Enter this total  
on line 3a of  
Summary  
Page

## **INSTRUCTIONS FOR COMPLETING SCHEDULE 4A, ITEMIZED CONTRIBUTIONS**

**ITEM 3: NAME AND ADDRESS:** Enter the name and address of each contributor. If the contribution is from an individual, enter last name, first name, and middle initial. If the contribution is from a committee (Candidate, Political, Independent or Political Party), enter the committee name and address; do not enter the name of the individual who signed the check. If the contribution is from a partnership, which has requested attribution to individual partners, report the individuals' names and addresses with their proportion of the contribution. Do not report the name of the partnership. If the contribution is from a person or group that is not an individual or a registered committee, or if the contribution is from an out-of-state committee, report the name and address of the committee on Schedule 4A with the notation "Memo Itemization Below" written above the name of the contributor. In the space for the next contribution record immediately following this entry, enter the notation "Memo Itemization" and the name and address, date and amount for each person whose contribution was a part of the total contribution.

**ITEM 4: DATE OF RECEIPT:** Enter the date the contribution was actually received by the treasurer, designated record keeper or other agent designated by the treasurer. Do not enter the date the check was written or the date the contribution was deposited. Only report on the Schedule the contributions received during the period covered by the Campaign Statement.

**ITEM 5: CONTRIBUTOR'S OCCUPATION, EMPLOYER, and BUSINESS ADDRESS:** Complete this Item if the contributor's cumulative contribution for the calendar year exceeds \$100.00. This applies only to individuals; do not make an entry in the item if the reported contribution is from a committee.

- If the contribution is a loan from a person, it must also be reflected on Schedule 4E, Debts and Obligations, as a debt if there is an outstanding balance on the closing date of the Campaign Statement. On Schedule 4A, check both the "**Direct**" box and the "**Loan From a Person**" box. On the Campaign Statement reporting the expenditure that completely pays off the debt, report the debt on Schedule 4E with a zero balance.
- If the contribution was received as a fund raiser contribution or as the purchase price of a ticket to the recipient committee's fund raising event, check both the "**Direct**" box and the "**Fund Raiser**" box.

**ITEM 6: AMOUNT OF CONTRIBUTION:** List each contribution separately by date, even if two or more contributions are received from the same person.

**ITEM 7: CUMULATIVE FOR THE ELECTION:** Enter the cumulative amount of all contributions received from the contributor for the election through the date of the contribution being reported. Also include the value of any in-kind contributions of goods or services received through this date from the same contributor when calculating the cumulative amount.